

## OVERVIEW OF PARK PLANNING PROCESS FOR MEADOWS PARK

| <b>STEPS</b>                                                 | <b>DATE</b>              | <b>RESPONSIBILITY</b>  | <b>COMMENTS</b>            |
|--------------------------------------------------------------|--------------------------|------------------------|----------------------------|
| <b>PART 1. PLANNING REVIEW</b>                               | SEPT 16 – OCT            |                        | <b>IDENTIFY ISSUES</b>     |
| A. Initial meeting with staff                                | COMPLETE                 | Staff/SRF/PMDI         |                            |
| B. Gather Site Background                                    | COMPLETE                 | SRF/PMDI               |                            |
| C. Establish Vision and Goals                                | COMPLETE                 | Staff/SRF/PMDI         |                            |
| D. Prepare Base Map                                          | COMPLETE                 | SRF/PMDI               |                            |
| E. Site Issues Plans                                         | COMPLETE                 | SRF/PMDI               |                            |
| <b>PART 2. COMMUNITY/BOARD/COMMISSION INPUT</b>              |                          |                        | <b>GATHER INPUT/VISION</b> |
| A. Meet with City Council                                    | OCT. 28, 14*             | Staff/SRF/PMDI         |                            |
| B. Attend meetings with partner groups                       | NOV 1, 14 – JAN 30, 15   | Staff/SRF/PMDI         |                            |
| C. Meet with Park & Recreation Advisory Board                | NOV. 20, 14; JAN 15, 15  | PRAB/Staff/SRF/PMDI    |                            |
| D. Meet with Planning Commission                             | DEC 2014                 | PC/Staff/SRF/PMDI      |                            |
| E. Community meeting(s)                                      | NOV. 19, 14; FEB 11, 15  | Staff/SRF/PMDI         | Central Location TBD       |
| <b>PART 3. PARK MASTER PLAN</b>                              |                          |                        | <b>PREPARE CONCEPTS</b>    |
| A. Establish Design parameters, property line – sketch plans | NOV. 6, 14 – Dec 5, 14   | SRF/PMDI               |                            |
| B. Develop alternative design concepts                       | NOV. 6, 14 – Dec. 31, 14 | SRF/PMDI               |                            |
| C. Board review                                              | JAN 2 – 30, 15           | Boards/Staff/SRF/PMDI  | <b>GATHER INPUT</b>        |
| D. Review with City Staff and City Council                   | JAN 2 – 30, 15           | Council/Staff/SRF/PMDI |                            |
| E. Refine concept alternatives into preferred master plan    | FEB 2 – FEB 27, 15       | SRF/PMDI               | <b>PREPARE FINAL PLAN</b>  |
| F. Prepare preliminary cost estimate                         | FEB 2 – APRIL 3, 15      | SRF/PMDI               |                            |
| G. Prepare maintenance plan                                  | FEB 2 – APRIL 3, 15      | SRF/PMDI               |                            |
| H. Present final master plan to City Council                 | APR 14, 15               | SRF/PMDI               | <b>PRESENT MASTER PLAN</b> |
| <b>PART 4. BUDGET FORMATION</b>                              |                          |                        | <b>FUND MASTER PLAN</b>    |
| A. Formulate FY General Parks Budget (2016/2017 & beyond)    | MAY 2015                 | PW/Admin               |                            |
| B. CIP Amendment (Construction)                              | MAY 2015                 | PW/CD/Admin            |                            |
| C. Present Recommendations to City Council                   | JUN 2015                 | PW                     |                            |
| D. Preliminary Plan & Financing Approved by Council          | JUL 2015                 | PW                     |                            |

**PART 5. PROJECT IMPLEMENTATION – PHASE I****IMPLEMENT MASTER PLAN**

|                                                                |                 |                            |
|----------------------------------------------------------------|-----------------|----------------------------|
| A. Prepare RFP for Design                                      | MAY 2015        | PW                         |
| B. Advertise RFP                                               | JUN 2015        | PW                         |
| C. Award Design Services                                       | AUG 2015        | Council                    |
| D. Construction Design                                         | AUG – NOV 2015  | Consultant/PW              |
| E. Review with Preliminary Design/Cost w/Council & PRAB        | SEP 2015        | Council/PRAB/PW/Consultant |
| F. Final Design/Cost to Council & PRAB                         | NOV 2015        | Council/PRAB/PW/Consultant |
| E. Council Design Approval and Advertise for Construction Bids | DEC 15 – JAN 16 | PW                         |
| F. Open Bids                                                   | JAN 2016        | PW                         |
| G. Award Construction Contract                                 | MAR 2016        | Council/PW                 |
| H. Construction Start                                          | MAY 2016        | PW/Contractor              |
| I. Construction Completion                                     | JUL 2016        | PW/Contractor              |